



REQUEST FOR PROPOSALS

§319 Grants for Watershed-Based Plan Implementation Projects

February 20, 2015

**South Carolina Department of Health and Environmental Control
Bureau of Water, Division of Water Quality**

**Initial Proposals Due: 3/20/2015, 3 PM
*Electronic submittal ONLY***

Agency Contact: Delaney Faircloth, (803) 898-1904
fairclids@dhec.sc.gov

<http://www.scdhec.gov/HomeandEnvironment/BusinessesandCommunities-GoGreen/EnvironmentalGrantsandLoans/319NonpointSourcePollutionGrants/>

Table of Contents

SECTION 1: NPS GRANTS PROGRAM & PROCESS	1
1.1 PURPOSE AND OVERVIEW	1
1.2 ORGANIZATIONS ELIGIBLE TO APPLY FOR A NPS GRANT	1
1.3 ELIGIBLE PROJECTS	1
1.4 PROJECTS IN PRIORITY WATERSHEDS	1
1.5 ANTICIPATED GRANT FUND ALLOCATIONS	2
1.6 LIMITATIONS	2
1.7 SPECIAL NOTICE FOR WATERSHEDS INCLUDING MS4 AREAS	2
1.8 NON-FEDERAL MATCH REQUIREMENT	2
1.9 COST SHARING FOR BMP CONSTRUCTION	2
1.10 TIMETABLE: RFP AND GRANT AWARDS	2
1.11 AFTER SELECTION: PREPARING THE WORKPLAN FOR FINAL APPROVAL	3
1.12 SCDHEC STAFF CONTACTS	3
SECTION 2: ELIGIBLE PROJECT DETAILS	3
2.1 IMPLEMENTATION PROJECTS EXECUTE WATERSHED-BASED PLANS	4
2.2 ELIGIBLE WATERSHEDS AND PRIORITIES	4
2.3 PROJECT LENGTH AND BUDGET	4
2.4 INFORMATION/EDUCATION COMPONENT	5
2.5 DRAFT DOCUMENTS	5
2.6 REVIEW CRITERIA	5
SECTION 3: TERMS & CONDITIONS OF NPS GRANT AWARDS	6
3.1 ADMINISTRATIVE CAPACITY	6
3.2 GRANT AGREEMENT	6
3.3 TIMELY IMPLEMENTATION AND CLOSEOUT	6
3.4 PRE-AWARD COSTS	6
3.5 REPORTING AND INVOICE REQUIREMENTS	6
3.6 FUND REIMBURSEMENT	6
3.7 MATCHING FUNDS OR SERVICES	7
3.8 ENVIRONMENTAL DATA QUALITY ASSURANCE	7
3.9 FOOD AND PROMOTIONAL ITEMS	7
3.10 GIS REQUIREMENTS	8
3.11 ANIMAL FEEDING OPERATIONS (AFOs)	8
3.12 TRAVEL	8
3.13 MANAGEMENT FEES AND SIMILAR CHARGES	8
SECTION 4: HOW TO APPLY	8
APPENDIX 1: PROPOSAL PACKAGE SAMPLE FORMS	10
APPENDIX 2: REQUIRED ELEMENTS OF WATERSHED-BASED PLANS	11
APPENDIX 3: DEVELOPING <i>MEASURABLE</i> OUTREACH USING SOCIAL MARKETING PRINCIPLES	13

Section 1: NPS Grants Program & Process

1.1 Purpose and Overview

The South Carolina Department of Health and Environmental Control (SCDHEC) is seeking proposals to conduct Nonpoint Source (NPS) Water Pollution Control Projects that reduce nonpoint source contributions to South Carolina waterbodies. Projects must be designed to achieve *measurable* water quality improvements.

The South Carolina NPS Grants Program is administered by SCDHEC in consultation with the U.S. Environmental Protection Agency (EPA). Grants for selected projects will be funded with monies provided to SCDHEC by EPA under the Federal Clean Water Act, Section 319(h).

1.2 Organizations Eligible to Apply for a NPS Grant

South Carolina public organizations such as state agencies, local governments, public universities, soil and water conservation districts, regional planning commissions, watershed organizations and nonprofit organizations are eligible to receive NPS grants.

1.3 Eligible Projects

This solicitation invites proposals for the implementation of a watershed-based plan. Proposals may either implement a portion of a plan, or a complete plan. All projects are designed to implement Best Management Practices (BMPs) in a manner that leads to significant reduction in the nonpoint source pollutant load to a waterbody.

A completed watershed-based plan which meets EPA guidelines must be submitted with a final application. This solicitation does not include funding for plan development. Watershed-based plan requirements are discussed in further detail in Section 2. (Please note that the Agency has simultaneously released a solicitation with limited funding for watershed-based plan development. Interested groups may apply under both solicitations, but not for the same watershed.)

Highest priority will be given to the implementation of a watershed-based plan for a waterbody *with* an approved TMDL; however impaired waterbodies are also eligible for implementation. See Section 2.2 for more information on funding priorities.

1.4 Projects in Priority Watersheds

SCDHEC and EPA Region 4 have established 14 priority watersheds across the state. These include the following Hydrologic Unit Codes (HUCs):

- 03050109 (Saluda)
- 03060106 (Middle Savannah)
- 03050206 (Edisto)
- 030601100301 (May River)
- 030502080606 (Okatie River)
- 0304020106, 0304020107 (Black Creek)
- 030502090201, 030502090202 (Sewee-Santee)
- 030501091104 (Upper Little Saluda)
- 030502030101 (Chinquapin Creek)

- 030402020703 (Big Swamp)
- 030502060203 (Polk Swamp)
- 03060103 (Upper Savannah)
- 03060109 (Lower Savannah)
- 0305010115, 0305010301, 0305010302, 0305010303, 0305010304, 0305010305, 0305010306, 0305010401 (Catawba Basin)

Bonus points will be awarded to any project within these HUCs. However, while priority is given to projects within these watersheds, projects in other watersheds will also be considered. For additional funding priorities, see Section 2.2.

1.5 Anticipated Grant Fund Allocations

NPS Grants will be funded with monies provided to SCDHEC by EPA under the Federal Clean Water Act, Section 319(h). SCDHEC plans to allocate up to approximately \$1,900,000 for projects under this RFP. No per-proposal maximum funding amount is specified in this solicitation, but **proposals must clearly justify all costs included in the application**. In addition, seventy-five percent (75%) of Federal 319 funds must be directed solely towards on-the-ground BMP implementation.

SCDHEC reserves the right to (1) make no awards following this solicitation, (2) reject all proposals, or (3) to reject proposals which, in the judgment of NPS staff, fail to reasonably meet requirements of the RFP.

Section 319 projects are funded by quarterly reimbursement. SCDHEC is not liable for any costs incurred by the grantee prior to the date of grant agreement approval, and no payment in advance of the final approval can be made.

Please note that the Clean Water State Revolving Fund (SRF) might be more suitable for funding very large projects. You may review the SRF information on the web (<http://www.scdhec.gov/srf>). SRF provides loans at a reduced interest rate (currently 1%) for nonpoint source (NPS) projects.

1.6 Limitations

Grant funds under this RFP may NOT be used:

- To implement requirements of any draft or final permit (includes MS4),
- For nonpoint source research,
- To undertake, complete or maintain erosion or stormwater control work otherwise required by existing permits or orders,
- To pay for requirements under a Comprehensive Nutrient Management Plan for a permitted animal operation.

1.7 Special Notice for Watersheds Including MS4 Areas

While 319 funds may not be used to implement requirements of any draft or final permit, potential project components (i.e. certain BMPs) *may* not specifically be required in MS4 permits. This may particularly be true for partial watershed-based plan implementation efforts. With this in mind, organizations may request approval to apply for specific activities within MS4 urbanized areas. **ANY organization applying for activities within an area covered under an MS4 permit must request approval to apply.** This includes organizations which are not subject to MS4 permits.

Approval will be handled in the initial proposal review process described in Sections 1.10 and 4. Keep in mind that the information requested in the initial proposal will be used to determine eligibility, so it is crucial for applicants, particularly in MS4 areas, to fully address each item.

Should a project be selected within an MS4's urbanized coverage, remember that any activities paid for using 319 funds *or* funds used to provide match may *not* be reported as activities performed by the MS4 to address their permit requirements.

1.8 Non-Federal Match Requirement

Applicants must demonstrate a minimum non-federal match of forty percent (40%) of the total cost of the project (Grant funds requested = 60%, non-federal match = 40%, total project cost = 100%). SCDHEC will not accept proposals with less than 40% non-federal match.

The 40% non-federal match may be calculated as follows:

$$\text{Minimum non-federal match required} = \text{Grant funds requested} \times (0.667)$$

Match on a project is the value of funds or services used to help conduct the project that is not borne by the federal funds. Match includes contributions of cash or value services from individuals, organizations, municipalities or non-federal public agencies. Federally funded projects or services do not qualify as non-federal match for NPS grants. Match activities must meet the same eligibility requirements as the federally funded portion of the grant. All of the match must be fully documented. Proposals must identify the agency/organization(s)/group(s) providing non-federal match and amounts. Refer to Section 3.7 for more information about matching funds.

1.9 Cost Sharing for BMP Construction

NPS pollution control projects are designed to prompt installation of BMPs to address problems at many NPS sites. Grantees usually provide technical assistance and outreach services to effectively prompt landowner installation of BMPs at NPS sites. In addition, a grantee may choose to setup a cost sharing program as an incentive to prompt installation of BMPs. Under cost sharing, a grantee provides project funds in the form of a cost share payment to a town or individual to share the cost of acceptable BMP installations. To administer a cost sharing program, a grantee determines: the types of NPS sites to be targeted for cost sharing the eligible BMPs; the cost share percentage rate; provides information about availability of cost sharing; and uses an appropriate Cost Sharing Agreement. Recipients of 319 cost sharing must agree to properly operate and maintain the BMP for its intended purpose for the conservation practice service life. Recipients of 319 cost sharing for an "animal feeding operation" must agree to follow a nutrient management plan (see Section 3.11).

1.10 Timetable: RFP and Grant Awards

This solicitation includes a phased application process. Applicants are required to submit a brief, initial proposal, which will be used to screen projects for eligibility based on consistency with grant guidelines, watershed location, impairment status and MS4 permitting requirements. Proposals that make it through this eligibility screening will then be invited to submit a full application package at a later date. Section 4 includes specific instructions regarding both application phases.

Initial proposals must be received by 3 PM on Friday March 20, 2015. All proposals must be submitted electronically to NPSGrants@dhec.sc.gov. DHEC staff will review proposals for eligibility within 14 days. Applicants with eligible proposals will be given 30 days to submit a full application package and will be provided with necessary forms at that time. The **estimated** final application package due date is May 1, 2015 (actual due date will be determined after eligibility review is complete).

Once final applications are received, a Review Committee composed of representatives from State and Federal agencies, universities, environmental groups, and industry associations will select eligible projects for funding.

Applicants will be notified of selection within 60 days of the close of the final application period. From the time that the Review Committee evaluates the proposals until the grant agreement is signed will be approximately 60 days.

SCDHEC reserves the right to (1) make no awards following this solicitation, (2) reject all proposals, or (3) to reject proposals which, in the judgment of NPS staff, fail to reasonably meet requirements of the RFP.

1.11 After Selection: Preparing the Workplan for Final Approval

Following the Review Committee selection, SCDHEC NPS Staff will ask the selected applicants to submit a revised workplan, taking into account the comments received from the Review Committee and SCDHEC. Following the submittal of the revised workplan, SCDHEC and EPA Region 4 will conduct a final review. EPA Region 4 must ultimately approve all projects for funding.

1.12 SCDHEC Staff Contacts

Nonpoint Source Staff

Delaney Faircloth
NPS and 319 Program Coordinator
fairclds@dhec.sc.gov
803-898-1904

Jana Baxley
319 Grant Coordinator
baxleyjs@dhec.sc.gov
803-898-4213

Anne Marie Johnson
Manager, Watersheds and Nonpoint Source
Section
johnsoam@dhec.sc.gov
803-898-4168

Watershed Managers

Amy Bennett
Pee Dee Watershed Manager
bennetam@dhec.sc.gov
803-898-4249

Amanda Ley
Broad Watershed Manager
leyah@dhec.sc.gov
803-898-4183

Andy Miller
Edisto and Santee Watershed Manager
millerca@dhec.sc.gov
803-898-4031

Carol Roberts
Catawba and Saluda Watershed Manager
robertck@dhec.sc.gov
803-898-4355

Karin Skipper
Salkehatchie and Savannah Watershed
Manager
skippekb@dhec.sc.gov
803-898-4187

Section 2: Eligible Project Details

This section includes specific information eligible projects and outlines what will need to be done to complete a full application package. Note that much of this is included for information and planning assistance only and that a full application package will only be required from applicants who make it through the eligibility screening in phase

one. Applicants will need to be familiar with this section's information in order to submit an initial proposal, but are not expected to have all details finalized at that time.

2.1 Implementation Projects Execute Watershed-Based Plans

In short, nonpoint source implementation projects, as requested in this RFP, execute watershed-based plans, so an approved watershed-based plan is required to initiate a 319 grant funded implementation project. Watershed-based plans are documents that identify a pollutant in a watershed, outline the sources of that pollutant, and then describe what needs to be done to address each source. Plans may address watersheds at any scale and may also address multiple pollutants although, currently in SC, most approved watershed-based plans currently address only one pollutant (bacteria). Local groups are often best-suited to develop and implement these plans as they are most familiar with their watersheds and those in the community. These plans should *demonstrate a clear, in-depth knowledge* of the watershed.

Current EPA guidelines specify nine required elements (see Appendix 2) that must be included in these plans. DHEC has also developed a guide to assist with developing watershed-based plans. This guide can be found online at: <http://www.scdhec.gov/HomeAndEnvironment/Water/Watersheds/DevelopWatershedPlans/>

As development of a watershed-based plan is required to receive Section 319 funds for implementation projects, all applicants must submit a separate plan with the nine required elements in addition to their application. These plans will be reviewed and approved by NPS staff prior to consideration of the proposal. Implementation proposals which include plan development activities will not be considered.

2.2 Eligible Watersheds and Priorities

Implementation of a watershed-based plan for a waterbody with an approved TMDL has been, and continues to be, SCDHEC's top funding priority. However, watershed-based implementation projects for impaired waterbodies are also eligible for this funding at this time. Contact the appropriate Watershed Manager for assistance in determining the specific water quality monitoring sites, impairments and TMDL status for selected watersheds (contact information in Section 1.12)

Priority will be given to projects which implement a watershed-based plan for a waterbody with an approved TMDL. Additional priority (in the form of bonus points) will be given to:

- Projects within a Priority Watershed. SCDHEC and EPA Region 4 have established 14 priority watersheds across the state. These include the following HUCs: 03050109 (Saluda), 03060106 (Middle Savannah), 03050206 (Edisto), 030601100301 (May River), 030502080606 (Okatie River), 0304020106, 0304020107 (Black Creek), 030502090201, 030502090202 (Sewee-Santee), 030501091104 (Upper Little Saluda), 030502030101 (Chinquapin Creek), 030402020703 (Big Swamp), 030502060203 (Polk Swamp), 03060103 (Upper Savannah), 03060109 (Lower Savannah), and 0305010115, 0305010301, 0305010302, 0305010303, 0305010304, 0305010305, 0305010306, 0305010401 (Catawba Basin).
- Projects with other sources of funding (even other Federal sources) above and beyond the needed match amount.

NPS Staff will review all proposals to determine if any applicants and/or project cooperators have received or assisted with 319-funded projects in the past. Should an organization have been a part of a past project with documented non-compliance, point(s) will be deducted from the overall score. Organizations with fully compliant past performance will not receive bonus points.

2.3 Project Length and Budget

Project length should be between 6 and 36 months. Projects may not exceed 36 months in length without prior permission and significant justification.

All project budgets must be developed using the following guidelines:

- Applicants must use the provided Excel table to develop a budget (sample in Appendix 1).
- No maximum budget amount is specified in this solicitation, however ALL costs must be justified. You must demonstrate why the amount applied for is necessary to meet the load reductions called for in your plan.
- Proposed budgets must designate 75% of the federal budget component to on-the-ground implementation of BMPs. This may include non-structural BMPs that promote behavior change specifically related to water quality improvements such as promoting stronger ordinances or outreach campaigns. NPS staff will make this determination prior to submitting proposals to the Review Committee.
- A minimum of 40% of the total project cost must come from non-federal matching funds. See Section 3.7 for more information on matching funds.
- The source of all non-federal funds must be clearly explained.

Applicants should keep in mind that for watershed landowners, participation with a project is voluntary. To this end, most applicants will elect to establish a cost-share program to assist landowners in installing BMPs and participating in the program. While this assists in providing for the overall project match, applicants should consider the economic situation of each target audience and may need to adjust cost-share rates accordingly. Failure to do so may result in low participation for certain BMPs, particularly septic system repairs.

2.4 Information/Education Component

All proposals must include a measurable information/education component that will be used to enhance public understanding of the problems the project is designed to address, and to encourage their participation in implementing NPS management measures. This component should be targeted to the specific audience(s) contributing to the pollution source. For example, if you have identified cattle owners allowing livestock access to streams as a main contributor, your educational activities should be targeted to that audience, rather than a general or K-12 audience. Additional resources on this subject are provided in Appendix 3.

2.5 Draft Documents

NPS staff and Watershed Managers are available to review draft proposals and applications on a first-come, first-served basis. Staff may also meet with applicants, upon request. Applicants are *strongly* encouraged to submit draft materials, and to submit those materials well before the application deadlines in order to receive timely feedback.

2.6 Review Criteria

Applicants should be sure that it is clear what activities (BMPs) are to be done, where they'll be done, and what education will correspond to the work. The most successful projects will be able to demonstrate that the current funding request is part of a larger implementation effort. Applicants should include information on any additional work in the watershed relating to the watershed-based plan.

Following review and approval of the provided watershed-based plan, NPS Staff and the Review Committee will evaluate proposals with the following criteria:

- Does the proposal reflect a clear knowledge of the watershed and the water quality concern being addressed?
- Is the project part of a larger implementation effort in the watershed?
- How detailed is the description of work to be done?
- Does the proposal *clearly* define roles and responsibilities (appropriate use of partnerships)?
- Is the approach technically sound with a high likelihood of success?
- Is the budget reasonable? Are all costs justified appropriately?
- Does the information/education component ensure proper maintenance of installed BMPs?

- Does the project stress on-the-ground BMP implementation?
- Does the proposal/application package follow instructions provided in the RFP?
- Is there reasonable assurance that the proposed project will assist in correcting the water quality concern?

Section 3: Terms & Conditions of NPS Grant Awards

3.1 Administrative Capacity

A “Grantee” (grant recipient) must have administrative capacity to comply with the applicable requirements of federal “Uniform Administrative Requirements for Grants and Cooperative Agreements” (40 CFR Part 30 or 31) or “Uniform Administrative Requirements (2 CFR Part 200 and 1500) and State requirements. Applicable federal requirements will be specified in an executed grant agreement. This includes, but is not limited to, managing allowable project costs, non-federal match, cost accounting and invoicing, audit procedures, records access, record keeping, sub-agreements, and progress reporting.

3.2 Grant Agreement

Grant recipients must enter into a written Grant Agreement with SCDHEC to establish mutually agreeable terms for completing the project. The Grant Agreement is in the form of a contract formatted according to standard SCDHEC contract procedures. A sample grant agreement is available upon request.

3.3 Timely Implementation and Closeout

A grantee is obliged to take action to implement the project as planned and closeout the project in the time frame outlined in the workplan. SCDHEC recognizes that unforeseen delays and extenuating circumstances sometimes occur that may require additional time to complete a project. If this is necessary, SCDHEC will evaluate the circumstances and may extend the project. Note that final financial paperwork and closeout reporting documents will be due 30 to 45 days AFTER the close of the project. NO costs will be allowed after the close of the project; hence potential grantees should plan to complete these requirements accordingly.

3.4 Pre-Award Costs

SCDHEC is not liable for any cost incurred by the Grantee or any Grantee subcontractor(s) prior to the contract effective date. SCDHEC cannot authorize any payments prior to final approval and signing of the grant agreement.

3.5 Reporting and Invoice Requirements

The grantee agrees to submit interim **quarterly** progress reports and a final closeout report that evaluates the project. The evaluation is to include a critique of approaches that were used, and recommendations for other similar projects. Grantees will also regularly submit additional project-specific information, such as information on each BMP installed. All selected projects will also be subject to on-site visits by NPS staff annually, or on a more frequent basis if deemed necessary.

In addition to the quarterly progress reports, grantees must also submit invoices each quarter. The grantee also agrees to support minority and women-owned businesses whenever feasible and will submit MBE/WBE (Minority Business Enterprise/Women Business Enterprise) forms.

3.6 Fund Reimbursement

Grantees will be paid by reimbursement **only**. Applicants should have funds available to cover costs each quarter while waiting for reimbursement. This includes the federal portion of any cost-shared BMP. Landowners should

not be expected to cover the entire cost of the BMP and then wait for reimbursement from the grantee organization. Contact NPS staff for further questions and guidance.

3.7 Matching Funds or Services

Match is the value of funds or services used to help conduct the project that is not borne by the federal grant funds. These funds must come from non-federal sources. Match includes, but is not limited to, contributions of cash or value of services from individuals, organizations, municipalities or non-federal public agencies. Federally-funded projects or services cannot be used as match for NPS grants, but should be referenced in the proposal for information.

Funds or services contributed to the project as matching funds or services must:

1. Be eligible under EPA National 319 Program Guidance (i.e. matching funds have the same requirements as federal funds)
2. Relate **directly** to the tasks in the project workplan
3. Be reasonably valued for the work performed
4. Be supported by documentation.

Match may be cash or the value of “in-kind” non-cash contributions such as charges for equipment used on the project or the value of goods and/or services directly contributed to the project. Third party in-kind contributions may be provided by non-federally funded public agencies, organizations or individuals. Volunteer services provided by individuals to the Grantee for project activities and travel costs may be valued as match at rates consistent with rates ordinarily paid by employers for similar work.

Examples of project actions that might be used as eligible project match include the following:

1. Cost of construction of approved BMPs (including labor, equipment and materials)
2. Cost or “value per hour” rate multiplied by the number of hours of work performed to help carry out project workplan tasks, such as: serving on the project Steering Committee; writing, copying and mailing water quality publications or watershed newsletters; participating in project activities; providing training or workshop sessions; designing or reviewing BMP conservation plans, etc.
3. The value per hour rates for the volunteer services must be reasonably valued for the work performed. Information regarding *match activities* and current valuation of volunteer time, respectively, is available online at the following pages:
<http://www.scdhec.gov/HomeAndEnvironment/Docs/319match.pdf> and
http://www.independentsector.org/volunteer_time.
4. Cost of travel. Mileage rates must be in accordance with State reimbursement rates at the time of the travel. The rate is currently 57.5¢ per mile.
5. Cost of office or field equipment rentals, and supplies used for the project.

3.8 Environmental Data Quality Assurance

Projects under this solicitation should NOT include a monitoring component. It is common, however for grantees to desire to include monitoring activities after the project starts. If at any point your project involves environmentally-related measurements such as water quality sampling, monitoring, or sample analysis, then the work must be completed in accordance with a Quality Assurance Project plan (QAPP) that is approved by SCDHEC *prior* to data acquisition. NO costs associated with monitoring occurring outside of a QAPP will be allowed and no data collected outside of a QAPP will be considered. All grant agreements will include a term stipulating this requirement. More information on QAPPs, including guidelines, can be found online: <http://www.scdhec.gov/HomeAndEnvironment/Docs/QAOAPP%20Guide.pdf>.

3.9 Food and Promotional Items

Prior approval must be obtained if food or certain promotional items will be purchased with 319 funds. Contact Delaney Faircloth (803-898-1904 or fairclde@dhc.sc.gov) to discuss these items.

3.10 GIS Requirements

All selected projects that have a Geographic Information System (GIS) component must follow EPA/DHEC GIS guidance. Please contact NPS and Watersheds Section staff prior to submitting GIS data to ensure the most current protocols are used..

3.11 Animal Feeding Operations (AFOs)

Proposals that include programs or activities projects that assist AFOs must include a provision to assure that any AFO that receives financial assistance pursuant to the grant has and will implement a comprehensive nutrient management plan as defined by EPA and DHEC.

3.12 Travel

Travel expenses, including room and board, incurred in connection with the project will be limited to reimbursement at the standard State rate in effect during the period of the project agreement and will be included within the maximum amount of the contract. The current mileage rate is 57.5 cents per mile. Due to travel reimbursement policy changes made by the State of South Carolina, effective on July 1, 2006, the State standard rate for hotels will be at the established Federal Government Services Administration rate or below for the area of travel. These rates can be found at <http://www.gsa.gov>.

3.13 Management Fees and Similar Charges

Management fees or similar charges in excess of the direct costs and approved indirect rates are not allowable. The term “management fees or similar charges” refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs which are not allowable under this solicitation. This includes any mark up added to eligible costs.

Section 4: How to Apply

This solicitation involves a phased selection process. To be considered, interested groups should submit an initial proposal form. This form was distributed with the e-mail announcement of this solicitation and can also be requested via e-mail to NPSGrants@dhec.sc.gov. A sample can be found in Appendix 1.

Organizations wishing to use 319 funds for activities within permitted MS4 urbanized coverages should be sure to complete the MS4 section of the proposal document.

In addition to the proposal form, applicants must provide a location map of the project watershed or area on one page of 8.5"x11" paper clearly showing, at a minimum, the DHEC monitoring sites(s), waterbody(s), town(s) and watershed boundaries. For projects near MS4 permitted coverage, the permit boundaries should also be included. This map is required of all applicants. If a watershed-based plan has already been completed for the project area, it should also be submitted with the proposal form. If the plan is available online, applicants may simply provide a weblink.

Initial proposals must be received by 3 PM on Friday March 20, 2015.

E-mail your complete proposal to NPSGrants@dhec.sc.gov. Only e-mails sent to this address will be considered. Confirmation e-mails will be sent upon receipt of all proposal-related messages.

The proposal materials will be used to screen for eligibility. Applicants who make it through the initial screening will be invited to submit a full application. This application will include extensive detail about the project and its budget. Should a proposal be invited to submit a full application package, detailed instructions and fillable forms will be provided.

Appendix 1 includes samples of all documents required to apply for this opportunity. Most of the included materials apply only to those proposals that make it through the eligibility screening. All applicants should, however, review these materials in order to understand what they will be required to submit at a later date.

The following table outlines the significant events of this solicitation process.

Process Step	Date	What Applicants Submit
Initial Proposal	<u>Due 3/20/15 by 3 pm</u>	<ul style="list-style-type: none"> • Initial Proposal Form • Map • Watershed-Based Plan, if already completed
Eligibility Screening (DHEC)	Within 14 days (approximately 4/3/15)	(n/a)
Full Application (Eligible applicants only)	30 days after invitation to submit (approximately 5/1/15)	<ul style="list-style-type: none"> • Application Form • Map • Budget • <u>Commitment</u> letters from cooperators • Watershed-based plan
Applicants are notified of selection decision	Within 60 days of application submittal	(n/a)
Selected projects are asked to revise application/workplan	Given 2-3 weeks to make changes	All requested information
Finalized documents submitted to EPA for approval	One week after receipt	(n/a)
Grant agreement drafted and sent to grantee for signature	Three weeks	Signed grant agreement

SCDHEC's NPS Program reserves the right to refuse any proposal which does not meet the RFP requirements for:

1. On-the-ground BMP implementation must make up a minimum of 75% of the federal component of the project cost,
2. A minimum of 40% of the total project cost must be provided by non-federal matching sources,
3. Submission of a completed watershed-based plan which includes EPA's nine required elements.

Additionally, proposals which, in the judgment of NPS staff, fail to reasonably meet other requirements of the RFP may also be rejected.

Appendix 1: Proposal Package Sample Forms

Contents:

- Initial Proposal
- Application
- Budget Worksheets

All applicants must submit the initial proposal document to begin the initial screening phase. This document may be requested by e-mailing NPSGrants@dhec.sc.gov.

All other materials are included for information and planning purposes only. Applicants who make it through the initial screening phase will be given fillable electronic copies along with necessary instructions for their completion. Do NOT fill out these sample forms.

Appendix 2: Required Elements of Watershed-Based Plans

DHEC can only use 319 funds to implement efforts that are tied to approved watershed-based plans. Those plans must include the following elements outlined by EPA. Plans which included these nine elements must be submitted with a final application. NPS staff must review and approve the watershed-based plan prior to releasing the proposal to the Review Committee. To expedite reviews of larger documents, applicants may include a listing of where in the provided plan each element is addressed.

DHEC has also developed a guide to assist with developing watershed-based plans. This guide can be found online at: <http://www.scdhec.gov/HomeAndEnvironment/Water/Watersheds/DevelopWatershedPlans/>

Required elements of watershed-based plan

Abbreviated Element	Full Element Text from EPA Guidance
a. Identification of pollutant sources and their causes.	a. An identification of the causes and sources or groups of similar sources that will need to be controlled to achieve the load reductions estimated in this watershed-based plan (and to achieve any other watershed goals identified in the watershed-based plan), as discussed in item (b) immediately below. Sources that need to be controlled should be identified at the significant subcategory level with estimates of the extent to which they are present in the watershed (e.g., X number of dairy cattle feedlots needing upgrading, including a rough estimate of the number of cattle per facility; Y acres of row crops needing improved nutrient management or sediment control; or Z linear miles of eroded streambank needing remediation).
b. Estimated load reductions from management measures identified in (c). (May also include overall pollutant reduction needed as found in a TMDL document.)	b. An estimate of the load reductions expected for the management measures described under paragraph (c) below (recognizing the natural variability and the difficulty in precisely predicting the performance of management measures over time). Estimates should be provided at the same level as in item (a) above (e.g., the total load reduction expected for dairy cattle feedlots; row crops; or eroded streambanks).
c. Management measures (Best Management Practices, or BMPs) needed in order to eliminate or control pollutant(s)	c. A description of the NPS management measures that will need to be implemented to achieve the load reductions estimated under paragraph (b) above (as well as to achieve other watershed goals identified in this watershed-based plan), and an identification (using a map or a description) of the critical areas in which those measures will be needed to implement this plan.
d. Identification of funding and technical assistance needs as well as potential sources. Example: Watersheds with agricultural sources would most likely require the expertise of USDA Natural Resources Conservation Service staff and could potentially utilize Environmental Quality Incentive Program funds for implementation.	d. An estimate of the amounts of technical and financial assistance needed, associated costs, and/or the sources and authorities that will be relied upon, to implement this plan. As sources of funding, States should consider the use of their Section 319 programs, State Revolving Funds, USDA's Environmental Quality Incentives Program and Conservation Reserve Program, and other relevant Federal, State, local and private funds that may be available to assist in implementing

	this plan.
e. Outreach strategy that is targeted towards members of the public that are impacted by the project and the management measures from (c).	e. An information/education component that will be used to enhance public understanding of the project and encourage their early and continued participation in selecting, designing, and implementing the NPS management measures that will be implemented.
f. Timeline of implementation events that proceeds in a logical and efficient manner.	f. A schedule for implementing the NPS management measures identified in this plan that is reasonably expeditious.
g. List of milestones for keeping plan implementation progress on track.	g. A description of interim, measurable milestones for determining whether NPS management measures or other control actions are being implemented.
h. Criteria to determine if pollutants are being reduced and progress is being made toward attaining water quality standards, or if plan requires revision.	h. A set of criteria that can be used to determine whether loading reductions are being achieved over time and substantial progress is being made towards attaining water quality standards and, if not, the criteria for determining whether this watershed-based plan needs to be revised or, if a NPS TMDL has been established, whether the NPS TMDL needs to be revised.
i. Monitoring strategy to determine effectiveness of plan implementation.	i. A monitoring component to evaluate the effectiveness of the implementation efforts over time, measured against the criteria established under item (h) immediately above.

Appendix 3: Developing *Measurable* Outreach Using Social Marketing Principles

The primary goal of the South Carolina NPS Grant Program is to restore or protect waterbodies. NPS Projects focus a considerable portion of their efforts and budgets on implementing BMPs to achieve significant pollutant load reductions in a given watershed. However, these projects must also include activities to help promote the project, raise public awareness and/or change behavior. This outreach is a vital component of any effort to address NPS pollution. It can attract participants from your communities to take part in any cost-sharing programs and encourage people to make better choices for improving water quality.

Polluted runoff typically comes from many of the choices people from all walks of life make. Therefore, improving water quality often requires successfully identifying key behaviors or practices that they can adopt and persuading them to adopt those behaviors. We do this by installing BMPs, leading tours, holding meetings/workshops or making a brochure/factsheet. But how often have we stopped to evaluate if our outreach programs are meeting our goal of getting people to use or install *and maintain* a BMP? For example, can we say as a result of a project we have increased the number of dog owners who pick up their pet's waste by some percentage?

This is where **social marketing** comes in. While traditional outreach may have been focused on using education to make people aware of problems, social marketing focuses on getting people to exchange old, undesirable behaviors for new, better behaviors.

What Is Social Marketing?

The aim of social marketing is to convince people – by creatively using persuasion – to give up undesirable behaviors in exchange for good behaviors. It has been said that education ends when the audience knows what you want them to know, but social marketing only ends when the audience does what you want them to do.

Education ends when the audience **knows** what you want them to know.

Social Marketing only ends when the audience **does** what you want them to do.

Based off of general marketing principles, social marketing tries to “sell” good behaviors by making them more appealing than the undesirable behaviors. When you use social marketing, you need to think about:

- **Product** – You are trying to “sell” a set of good behaviors.
- **Cost** – What will it cost people to give up the undesirable behaviors and adopt the good behaviors? What is it costing people to do the undesirable behaviors and not adopt the good behaviors? This is more than just money! The cost of adopting a new behavior can include costs like learning how to do the new behavior properly, the extra time a new behavior might take, and of course the dollar cost. But the cost of doing the undesirable behavior may be something people are not be aware of until you point it out. For example, giving cows access to streams can cause them to get sick, so the cost of that behavior is poor herd health.
- **Appeal** – Develop a campaign that makes the good behavior appealing to your audience. This can include efforts to take away some of the costs of doing the good behavior and efforts to point out how much the undesirable behavior actually costs. But make sure these efforts are based on costs your audience really cares about!
- **Delivery** – Promote the message where your audience is likely to hear or see it, and use as trusted a source as possible to speak your message.

Getting Your Feet Wet with Social Marketing is a great tool for incorporating social marketing principles into watershed programs and can be found online at <http://www.ecy.wa.gov/programs/wq/stormwater/municipal/GettingYourFeetWet1.pdf>.

The table below describes the steps for developing a social marketing campaign you might find useful when crafting your 319 proposals. The following pages include examples of how someone might develop an outreach campaign for improving water quality using these steps. Note that these are EXAMPLES only and should not be copied directly into your proposal.

When to Complete	Social Marketing Steps for 319 Proposals
For proposal	1. Identify the problem The pollutant of concern your project is addressing
For proposal	2. Set your goal! The overall vision you are working towards
For proposal	3. Identify undesirable behaviors contributing to the problem What people are doing wrong
For proposal	4. Identify good behaviors to reduce contributions to the problem What you want people to do – but KEEP IT SIMPLE!
For proposal	5. Get to know your audience Who is doing the undesirable behavior and should be doing the good behavior
After award	6. Collect information on audiences Can be collected through surveys, interviews, focus groups, etc. <ul style="list-style-type: none"> • Where do they get their information or how do you reach them? • What are they doing now? • What are their barriers to adopting the good behavior? • What would reduce the barriers or motivate them to adopt the good behavior? • Who can influence them to change their behaviors?
After award	7. Set your objectives! What you will measure for success should be: <ul style="list-style-type: none"> • Specific – focused on one thing • Measurable – you have a plan to measure it • Audience-based – one audience is targeted • Realistic – you can get it accomplished • Time-bound – you will accomplish it in a specific amount of time
After award	8. Develop messages and a program/campaign based on objectives Messages should reflect: <ul style="list-style-type: none"> • Motivators that will make the good behavior appealing and the undesirable behavior unappealing • Removing or overcoming barriers to adopting the good behavior Program/ campaign should be delivered: <ul style="list-style-type: none"> • Where audiences will get the message • Using trusted sources for information
After award	9. Implement the program Follow the plan to meet the objectives. Revise plan if needed to better reach audience.
After award	10. Evaluate the program Measure whether the objectives are being attained.

Social Marketing Steps Example: CATTLE FARMERS*

1. Identify the problem	Our Favorite Creek has high fecal counts
2. Set your goal!	Reduce fecal pollution in Our Favorite Creek
3. Identify undesirable behaviors	Farmers allowing livestock in streams
4. Identify good behaviors	<ul style="list-style-type: none"> • Install fencing and alternative water sources • Maintain all installed BMPs so they continue working properly
5. Identify target audiences	<ul style="list-style-type: none"> • Professional farmers • Hobby farmers
6. Get to know your audiences	<p>Surveys, focus groups, or interviews with local hobby farmers at feed store reveals:</p> <ul style="list-style-type: none"> • Many listen to local radio stations • Many get information about their animals from local feed store • Many do not have stream fencing because: <ul style="list-style-type: none"> ◦ Too expensive ◦ Do not know why they would need it • Many would consider installing fencing if: <ul style="list-style-type: none"> ◦ Knew where to install it and could install it themselves ◦ Had cost share assistance ◦ Knew it improved herd health • Many trust the local extension agent
7. Set your objectives!	<ul style="list-style-type: none"> • Objective 1: Recruit 10% of the local hobby farmers in the area to participate in the installation/education cost-sharing program within 2 years (Measure: track participation level) • Objective 2: 90% of hobby farmers involved in cost-share program will understand how to maintain their installed BMPs (Measure: survey following installation/education program) • Objective 3: 90% of hobby farmers involved in cost-share program will believe it is important to maintain their BMPs (Measure: survey following installation/education program)
8. Develop a program based on objectives	<ul style="list-style-type: none"> • Local hobby farmers will be recruited to participate in the installation/education cost-sharing program through events held at the local feed stores. The local extension agent will be present to encourage participation. • Develop informational brochures and training program for BMP maintenance to be given during installation/education program.
9. Implement the program	Recruit farmers and deliver the program.
10. Evaluate the program	<ul style="list-style-type: none"> • Participation level was tracked – Objective 1: 11% participated • Surveys were given to participants – Objective 2: 93% correctly answered maintenance quiz • Objective 3: 98% indicated maintaining BMPs is important

*Only for example. Your program should reflect local needs.

Social Marketing Steps Example: SEPTIC TANK USERS*

1. Identify the problem	Our Favorite Creek has high fecal counts
2. Set your goal!	Reduce fecal pollution in Our Favorite Creek
3. Identify undesirable behaviors	Lack of septic maintenance leads to failing septic systems
4. Identify good behaviors	<ul style="list-style-type: none"> • Fix failing septic systems • Maintain working septic systems through regular servicing
5. Identify target audiences	<ul style="list-style-type: none"> • Homeowners with septic tanks • Property managers with septic tanks
6. Get to know your audiences	<p>Surveys, focus groups, or interviews with members of local churches or grocery store shoppers:</p> <ul style="list-style-type: none"> • Many read the local section of the newspaper • Many get information about their septic tanks from friends, relatives and local hardware store • Many do not pump regularly because: <ul style="list-style-type: none"> ○ Do not know when to pump ○ Think using septic additive means they will not have to pump • Many would consider pump regularly if: <ul style="list-style-type: none"> ○ Knew it was not too expensive ○ Knew when to do it • Many would not trust local septic contractors • Many do trust a septic inspector • Many have not gotten their failing septic fixed because: <ul style="list-style-type: none"> ○ Too expensive ○ Did not know it was failing • Many would consider getting it fixed if: <ul style="list-style-type: none"> ○ Knew it affected their family's health ○ Had cost share assistance/ payment plan
7. Set your objectives!	<ul style="list-style-type: none"> • Objective 1: Recruit 30 failing septic households into cost share (Measure: track participation level) • Objective 2: 90% of participating heads of households will understand when to get their septic systems regularly serviced (Measure: survey following installation/education program) • Objective 3: 90% of participating heads of households will believe it is important to maintain their septic systems (Measure: survey following installation/education program)
8. Develop a program based on objectives	<ul style="list-style-type: none"> • Local homeowners with failing septic systems will be recruited to participate in the installation/education cost-sharing program through events held at local churches and hardware stores. The local septic inspector will be present to encourage participation. • Use existing informational brochures and develop training program for septic system maintenance to be given during installation/education program.
9. Implement the program	Recruit failing septic owners and deliver the program.
10. Evaluate the program	<ul style="list-style-type: none"> • Participation level was tracked – Objective 1: 28 households participated • Surveys were given to participants – Objective 2: 91% correctly answered maintenance quiz Objective 3: 95% said maintaining septic system is important

*Only for example. Your program should reflect local needs.



South Carolina Nonpoint Source Program - §319 Initial Proposal Watershed-Based Plan **IMPLEMENTATION** Projects

Due March 20, 2015, 3 PM

Organization Information:

Tell us about who plans to be the lead organization on this project.

Lead Organization: _____
Contact Name: _____ Contact E-mail: _____

Project Location Information

Tell us where this project will be located.

Watershed Name(s): _____
12 Digit HUC(s): _____
County(ies): _____
The proposed project area:
(Place an X next to one) _____ Includes an MS4 _____ Does NOT include an MS4
(If watershed includes an MS4, the MS4 section below MUST be completed in order for the proposal to be considered)

Water Quality Information

Tell us what water quality concerns you will be addressing with this project.

Water Quality Impairments	_____	Pathogens (Fecal coliform/E. coli)	_____	pH	_____	Turbidity
Being Addressed:	_____	Fecal coliform (Shellfish)	_____	Nitrogen	_____	Copper
(Mark all that apply)	_____	Macroinvertebrate Community	_____	Phosphorus	_____	Nickel
	_____	(BIO/Aquatic Life Use)	_____	Ammonia	_____	Zinc

SCDHEC Monitoring Site(s): _____

Place an X next to the applicable answers below relating to the project watershed.

TMDL: _____ Has an approved TMDL _____ Is impaired (no TMDL)
Watershed-Based Plan (WBP): _____ Has a completed WBP _____ WBP will be developed with application
(If watershed has a completed WBP, please submit it along with this initial proposal. It will be reviewed to ensure it includes the required nine elements)

Project Information

This section helps us understand what you are proposing with your project. It should not be lengthy, but should demonstrate that you have a clear plan for your project.

1. Tell us about your project partners. List them in the chart below according to whether or not they have officially agreed to partner on the project at this time.

Confirmed Project Partners	Potential Project Partners
■	■

2. List the potential pollutant sources you are going to address with this project.

■

3. List the potential Best Management Practices (BMPs) you will use to address these pollutant sources.

■

4. Tell us what you are planning to do. Provide a brief (1/2-page maximum) description of what you are proposing.

South Carolina Nonpoint Source Program - §319 Initial Proposal
Watershed-Based Plan IMPLEMENTATION Projects

Due March 20, 2015, 3 PM

MS4 Information (if applicable)

ALL projects in watersheds that include MS4 areas are required to complete this section in order to be considered, even if the applicant is not subject to an MS4 permit. Decisions regarding whether or not the activities proposed are part of an MS4 permit are made by DHEC MS4 permitting staff.

- 1. If the BMP section above did not provide sufficient detail, please describe the activities to be performed in this project.*
- 2. Tell us where these BMPs will be located. It may be helpful to note this on the required map (details below).*
- 3. Briefly discuss why you believe the proposed activities are beyond/outside MS4 permit requirements.*

Required Map

Provide a location map of the project watershed or area on one page of 8.5"x11" paper clearly showing, at a minimum, the DHEC monitoring sites(s), waterbody(s), town(s) and watershed boundaries. For projects near MS4 permitted coverage, the permit boundaries should also be included. This map is required of all applicants.

Submitting this Proposal – ONLY submittals of electronic proposals will be accepted.

E-mail your proposal, map and watershed-based plan (if available) to NPSGrants@dhec.sc.gov. E-mails submitted to other addresses will not be considered. Do not exceed 20 MB for attachments on any e-mail; send multiple e-mails if needed for larger attachments. Confirmation e-mails will be sent upon receipt of all proposal-related materials.

Proposals must be received by 3 PM on Friday March 20, 2015.

Applicants will be notified within 14 days whether or not they are invited to submit a full application package.



South Carolina Nonpoint Source Program - §319 Grant Application
Watershed-Based Plan **IMPLEMENTATION** Projects

(Due 30 days after invitation to submit)

Instructions: Complete areas with requested information following instructions in blue. Additional required information must be included along with this application. Maps, charts, and/or photographs may be inserted throughout the document, but be sure they are clearly labeled.

Delete all blue text before submitting a final application.

1. PROJECT INFORMATION:

Project Title: _____
Length (months): _____

Watershed Name(s): _____
12 Digit HUC(s): _____
County(ies): _____
Water Quality Parameter(s): _____
SCDHEC Monitoring Site(s): _____

This watershed: (check one)

☐ Has a draft or approved TMDL

☐ Is impaired (no TMDL)

2. FUNDING REQUEST:

Federal Request: _____
Non-Federal Match: _____
Total Amount: \$ _____

Additional Federal Funding, if applicable: \$ _____
Source: _____

3. LEAD ORGANIZATION INFORMATION:

Lead Organization: _____
Federal ID Number: _____

Project Manager: _____
Mailing address: _____
Telephone: _____
Fax: _____
Email: _____

Alternate Contact: _____
Telephone: _____
Email: _____

Financial Officer: _____
Telephone: _____
Email: _____

South Carolina Nonpoint Source Program - §319 Grant Application
Watershed-Based Plan **IMPLEMENTATION** Projects

(Due 30 days after invitation to submit)

Official project paperwork (e.g. contract)
should be sent to the attention of: _____

4. COOPERATING ORGANIZATIONS:

List organizations and briefly describe responsibility with and/or contribution to project. All organizations listed here must also submit a letter of commitment. Supporting organizations may also submit letters, but should not be listed here.

5. GENERAL PROJECT OVERVIEW (ABSTRACT):

Describe the project as a whole in a few paragraphs. Specific details will be fleshed out in further sections. This description and the remainder of the proposal should each be able to stand alone.

6. PROJECT DESCRIPTION:

The following sections comprise the body of your proposal. Fill out each section using complete sentences. The provided form is intended only as a guide and does not substitute for proper organization, grammar and flow.

A watershed map is required. Additional maps and/or charts may also be included.

A. General Background

Describe the watershed, note its significance, key features, etc. and discuss the watershed's water quality concerns. Include load reduction information from TMDL document, if applicable. Reference applicable sections of existing watershed-based plan here and submit full plan with proposal.

B. Specific Objectives and Goals of the Project:

Briefly explain the overall goal of the project.

C. Detailed Project Description:

Describe what element(s) of the watershed-based plan will be implemented in this project. Include a description of the problem your project addresses and the activities you seek funding to complete. How will implementation occur? Where is the work being done?

This section should include the majority of the detailed information regarding the project. The watershed-based plan should be referenced, but this description will most likely include much more detail than the original plan.

D. Information/Education Component:

Identify the target audience impacted by the implementation efforts of this project. This should be members of the population contributing to the pollution source. Are they congregated in a specific part of the watershed? If applicable, what is the typical age, gender, education level, race, and/or primary language of this audience? This information will be critical in deciding the education needed to assure maintenance of BMPs.

It is critical that BMPs installed in a 319 project be properly maintained. The purpose of the information/education component is solely to educate the target audience on the importance of the BMP, possible benefits (not just water quality), and how to maintain it. For example, homeowners receiving septic system repairs will need training on how to properly maintain their systems. In addition to identifying the target audience, this section should describe what information will be provided and how it will be disseminated. Be sure to think about what messages and what formats will be most effective with the identified audience.

E. Anticipated Environmental Results:

What estimated pollutant load reductions can be expected from the BMPs outlined? Include calculations. (Note: Contact your Watershed Manager for assistance with load reduction estimations.) Are there other environmental results that could be expected?

South Carolina Nonpoint Source Program - §319 Grant Application
Watershed-Based Plan **IMPLEMENTATION** Projects

(Due 30 days after invitation to submit)

Discuss the relationship of the results of your proposed work with water quality data being collected at nearest SCDHEC monitoring stations. Is this monitoring adequate to show results? While applicants may not include water quality monitoring in proposals, applicants may suggest additional monitoring in this section, if existing SCDHEC monitoring stations will not demonstrate improvements. This monitoring should not be included in the milestones below.

F. Technical And Financial Assistance Needed:

Describe any additional technical and financial assistance needed to complete the project, beyond the lead organization and cooperators.

G. Completion of Watershed-Based Plan Implementation:

Briefly describe any current or plan work in the watershed that addresses the remaining element of the watershed-based plan. This includes any work in the watershed, not simply that of the lead organization.

H. Measurable Milestones:

List milestones for each component of your project. These will be used to track progress of selected projects. All projects are required to include two reporting milestones, which are already provided below. All other milestones should be listed using the number of month by which they will be complete (e.g. Month 5, NOT June 2012) or with a range illustrating when the milestone will be worked on and completed (e.g. Months 9-14). Keep in mind that these are months after the project starts, counted from the grant agreement signature date.

#	Month	Milestone
1	Quarterly	Submit progress reports, invoices, MBE/WBE forms and BMP information per schedule outlined in grant agreement.
2	30 days after project completion	Submit final invoice and final technical closeout report to DHEC. Submit Final Budget Report within 45 days of project close.
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		

South Carolina Nonpoint Source Program - §319 Grant Application
Watershed-Based Plan **IMPLEMENTATION** Projects

(Due 30 days after invitation to submit)

I. Measures Of Project Success:

How will it be determined that your project was a success? SCDHEC monitoring data? Survey results from participants? Number and extent of BMPs installed? Describe your measures below. Use only the spaces needed; delete any blank lines.

- 1.
- 2.
- 3.
- 4.
- 5.

7. PROPOSED BUDGET

A. Overall Project Budget

Use the chart in Attachment 1 (required) to generate the overall project budget.

	Federal	Non-Federal	Total
Personnel - Salary			\$0.00
Personnel - Fringe			\$0.00
Travel			\$0.00
Equipment			\$0.00
Supplies			\$0.00
Contractual			\$0.00
Construction			\$0.00
Other			\$0.00
Indirect <i>(Requires additional documentation)</i>			\$0.00
TOTAL	\$ 0.00	\$ 0.00	\$0.00

B. Budget Narrative:

Explain and justify all costs included in your budget. Be sure to note the source of all non-federal funding. Reference the budget chart in Attachment 1 as needed. Include any calculations that are not found on Attachment 1. When landowners are responsible for cash contributions associated with BMPs, be sure to explain how your organization will manage cash flow and reimbursements associated with this. Organizations should be able to reimburse the landowner for the 319-funded portion of the BMP prior to receiving reimbursement from DHEC.

Personnel – Salary:
Personnel – Fringe:
Travel:
Equipment:
Supplies:
Contractual:
Construction:
Other:
Indirect :

Required Attachments:

1. Completed watershed-based plan

South Carolina Nonpoint Source Program - §319 Grant Application
Watershed-Based Plan **IMPLEMENTATION** Projects

(Due 30 days after invitation to submit)

2. Commitment letters from all cooperating organizations (not support letters)
3. Attachment 1 - Budget Chart (Excel document)
4. Required map - *Provide a location map of the project watershed or area on one page of 8.5"x11" paper clearly showing the DHEC monitoring sites(s), waterbody(s), town(s) and watershed boundaries. For projects near MS4 permitted coverage, the permit boundaries should also be included.*
5. Additional Information for Indirect Billing - *A grantee intending to claim indirect costs must provide documentation and confirm in writing to DHEC's 319 Grant Program that they operate according to an "indirect cost rate proposal" that conforms to the applicable "Cost Principles" established under either OMB Circulars A-21, A-87, and A-22, or 2 CFR 200 Subpart E (applicable principles will be specified in an executed grant agreement). A copy of the current approved indirect rate agreement from the appropriate federal cognizant organization must be attached with any application including indirect costs. This applies to both the lead organization and cooperators.*

References

List references cited, if applicable.

—

Attachment 1 (SAMPLE Budget Worksheet)

Begin here - Project Title									
Section	Federal Budget (to be billed to 319 Grant)				Section	Non-Federal Budget (Match to grant)			
1	Federal: Personnel - Salary Costs (Lead Organization Personnel ONLY)				10	Non-Fed: Personnel - Salary, In-Kind Hours (Lead Organization ONLY)			
	Employee	# of Hours or Years	Hourly Rate or Salary	Total Cost		In-Kind Employee	# of Hours	Hourly Rate	Total Cost
		0.00	\$0.00	\$0.00			0.00	\$0.00	\$0.00
		0.00	\$0.00	\$0.00			0.00	\$0.00	\$0.00
		0.00	\$0.00	\$0.00			0.00	\$0.00	\$0.00
		0.00	\$0.00	\$0.00			0.00	\$0.00	\$0.00
		0.00	\$0.00	\$0.00			0.00	\$0.00	\$0.00
			Section 1 TOTAL	\$0.00				Section 10 TOTAL	\$0.00
2	Federal: Personnel - Fringe Benefits Costs (Lead Organization Personnel ONLY)				11	Non-Fed: Personnel - Fringe Benefits Costs (Lead Organization ONLY)			
	Percentage of TOTAL Federal Salary		0.00%			Percentage of TOTAL Non-Federal Salary		0.00%	
			Section 2 TOTAL	\$0.00				Section 11 TOTAL	\$0.00
3	Federal: Travel (Lead Organization Personnel ONLY)				12	Non-Fed: Travel (Lead Organization ONLY)			
	Employee	# of miles	Per Mile	Total Cost		Employee	# of miles	Per Mile	Total Cost
		0.00	\$0.560	\$0.00			0.00	\$0.575	\$0.00
		0.00	\$0.560	\$0.00			0.00	\$0.575	\$0.00
		0.00	\$0.560	\$0.00			0.00	\$0.575	\$0.00
	Mileage		Sub Total	\$0.00		Mileage		Sub Total	\$0.00
**	Overnight Travel Cost		\$0.00	\$0.00	**	Overnight Travel Cost		\$0.00	\$0.00
			Section 3 TOTAL	\$0.00				Section 12 TOTAL	\$0.00
4	Federal: Equipment (If applicable. Equipment is defined as single items with cost over \$2,500)				13	Non-Fed: Equipment (If applicable. Equipment is defined as single items with cost over \$2,500)			
	Description	Single Cost	Number Needed	Total Cost		Description	Single Cost	Number Needed	Total Cost
		\$0.00	0	\$0.00			\$0.00	0	\$0.00
		\$0.00	0	\$0.00			\$0.00	0	\$0.00
		\$0.00	0	\$0.00			\$0.00	0	\$0.00
			Section 4 TOTAL	\$0.00				Section 13 TOTAL	\$0.00
5	Federal: Supplies (i.e., office supplies, laptop, printing costs, postage)				14	Non-Fed: Supplies (i.e., office supplies, laptop, printing costs, postage)			
	Description	Cost				Description	Cost		Total Cost
		\$0.00		\$0.00			\$0.00		\$0.00
		\$0.00		\$0.00			\$0.00		\$0.00
		\$0.00		\$0.00			\$0.00		\$0.00
		\$0.00		\$0.00			\$0.00		\$0.00
		\$0.00		\$0.00			\$0.00		\$0.00
		\$0.00		\$0.00			\$0.00		\$0.00
		\$0.00		\$0.00			\$0.00		\$0.00
		\$0.00		\$0.00			\$0.00		\$0.00
		\$0.00		\$0.00			\$0.00		\$0.00
		\$0.00		\$0.00			\$0.00		\$0.00
		\$0.00		\$0.00			\$0.00		\$0.00
		\$0.00		\$0.00			\$0.00		\$0.00
		\$0.00		\$0.00			\$0.00		\$0.00
			Section 5 TOTAL	\$0.00				Section 14 TOTAL	\$0.00

Attachment 1 (SAMPLE Budget Worksheet)

6	Federal: Contractual / Services - Section A <i>(Sub-Contractor services, not associated with salary)</i>				15	Non-Fed: Contractual / Services - Section A <i>(Not associated with volunteered time)</i>			
A	Description	Cost		Total Cost	A	Description	Cost		Total Cost
		\$0.00		\$0.00			\$0.00		\$0.00
		\$0.00		\$0.00			\$0.00		\$0.00
		\$0.00		\$0.00			\$0.00		\$0.00
		\$0.00		\$0.00			\$0.00		\$0.00
		\$0.00		\$0.00			\$0.00		\$0.00
		\$0.00		\$0.00			\$0.00		\$0.00
		\$0.00		\$0.00			\$0.00		\$0.00
		\$0.00		\$0.00			\$0.00		\$0.00
		\$0.00		\$0.00			\$0.00		\$0.00
		\$0.00		\$0.00			\$0.00		\$0.00
		\$0.00		\$0.00			\$0.00		\$0.00
		\$0.00		\$0.00			\$0.00		\$0.00
		\$0.00		\$0.00			\$0.00		\$0.00
		\$0.00		\$0.00			\$0.00		\$0.00
		Section A	<i>Sub Total</i>	\$0.00			Section A	<i>Sub Total</i>	\$0.00
B	Federal: Contractual / Services - Section B - Salary Costs <i>(Sub-Contractors)</i>				B	Non-Fed: Contractual / Services - Section B - Salary Costs <i>(In-Kind from Volunteers, etc..)</i>			
	Employee	Total # of Hours	Hourly Rate	Total Cost		In-Kind Employee	Total # of Hours	Hourly Rate	Total Cost
		0.00	\$0.00	\$0.00			0.00	\$0.00	\$0.00
		0.00	\$0.00	\$0.00			0.00	\$0.00	\$0.00
		0.00	\$0.00	\$0.00			0.00	\$0.00	\$0.00
		0.00	\$0.00	\$0.00			0.00	\$0.00	\$0.00
		0.00	\$0.00	\$0.00			0.00	\$0.00	\$0.00
		0.00	\$0.00	\$0.00			0.00	\$0.00	\$0.00
		0.00	\$0.00	\$0.00			0.00	\$0.00	\$0.00
		0.00	\$0.00	\$0.00			0.00	\$0.00	\$0.00
		0.00	\$0.00	\$0.00			0.00	\$0.00	\$0.00
		0.00	\$0.00	\$0.00			0.00	\$0.00	\$0.00
		0.00	\$0.00	\$0.00			0.00	\$0.00	\$0.00
		0.00	\$0.00	\$0.00			0.00	\$0.00	\$0.00
		0.00	\$0.00	\$0.00			0.00	\$0.00	\$0.00
		0.00	\$0.00	\$0.00			0.00	\$0.00	\$0.00
		0.00	\$0.00	\$0.00			0.00	\$0.00	\$0.00
		0.00	\$0.00	\$0.00			0.00	\$0.00	\$0.00
		0.00	\$0.00	\$0.00			0.00	\$0.00	\$0.00
		Section B	<i>Sub Total</i>	\$0.00			Section B	<i>Sub Total</i>	\$0.00
C	Federal: Contractual / Services - Section C - Travel <i>(Sub-Contractors)</i>				C	Non-Fed: Contractual / Services - Section C - Travel <i>(In-Kind from Volunteers, etc..)</i>			
	Employee	Mileage	Per Mile	Total Cost		In-Kind Employee	Mileage	Per Mile	Total Cost
		0.00	0.565	\$0.00			0.00	0.565	\$0.00
		0.00	0.565	\$0.00			0.00	0.565	\$0.00
		0.00	0.565	\$0.00			0.00	0.565	\$0.00
		0.00	0.565	\$0.00			0.00	0.565	\$0.00
		0.00	0.565	\$0.00			0.00	0.565	\$0.00
		Section C	<i>Sub Total</i>	\$0.00			Section C	<i>Sub Total</i>	\$0.00
			Section 6 TOTAL	\$0.00				Section 15 TOTAL	\$0.00

Attachment 1 (SAMPLE Budget Worksheet)

7	Federal: Construction (i.e. BMPs)				16	Non-Fed: Construction (i.e. BMPs)			
	Description	Single Cost	Number Needed	Total Cost		Description	Single Cost	Number Needed	Total Cost
		\$0.00	0	\$0.00			\$0.00	0	\$0.00
		\$0.00	0	\$0.00			\$0.00	0	\$0.00
		\$0.00	0	\$0.00			\$0.00	0	\$0.00
		\$0.00	0	\$0.00			\$0.00	0	\$0.00
		\$0.00	0	\$0.00			\$0.00	0	\$0.00
		\$0.00	0	\$0.00			\$0.00	0	\$0.00
		\$0.00	0	\$0.00			\$0.00	0	\$0.00
		\$0.00	0	\$0.00			\$0.00	0	\$0.00
		\$0.00	0	\$0.00			\$0.00	0	\$0.00
		\$0.00	0	\$0.00			\$0.00	0	\$0.00
		\$0.00	0	\$0.00			\$0.00	0	\$0.00
		\$0.00	0	\$0.00			\$0.00	0	\$0.00
		\$0.00	0	\$0.00			\$0.00	0	\$0.00
		\$0.00	0	\$0.00			\$0.00	0	\$0.00
		\$0.00	0	\$0.00			\$0.00	0	\$0.00
		\$0.00	0	\$0.00			\$0.00	0	\$0.00
		\$0.00	0	\$0.00			\$0.00	0	\$0.00
		\$0.00	0	\$0.00			\$0.00	0	\$0.00
		\$0.00	0	\$0.00			\$0.00	0	\$0.00
		\$0.00	0	\$0.00			\$0.00	0	\$0.00
		\$0.00	0	\$0.00			\$0.00	0	\$0.00
			Section 7 TOTAL	\$0.00				Section 16 TOTAL	\$0.00
8	Federal: Other				17	Non-Fed: Other			
	Description	Cost				Description	Cost		
		\$0.00	Section 8 TOTAL	\$0.00			\$0.00	Section 17 TOTAL	\$0.00
9	Federal: Indirect	Include Attachment 4			18	Non-Fed: Indirect	Include Attachment 4		
	Percentage of TOTAL Federal Salary	0.00%				Percentage of TOTAL Non-Federal Salary	0.00%		
			Section 9 TOTAL	\$0.00				Section 18 TOTAL	\$0.00
FEDERAL Budget Summary					NON-FEDERAL Budget Summary				
19	Category	Section Totals	Percentage			Category	Section Totals	Percentage	
	Federal:					Non-Federal / Match			
1	Personnel - Salary	\$0.00			10	Personnel - Salary	\$0.00		
2	Personnel - Fringe	\$0.00			11	Personnel - Fringe	\$0.00		
3	Travel	\$0.00			12	Travel	\$0.00		
4	Equipment	\$0.00			13	Equipment	\$0.00		
5	Supplies	\$0.00			14	Supplies	\$0.00		
6	Contractual / Services	\$0.00			15	Contractual / Services	\$0.00		
7	Construction	\$0.00			16	Construction	\$0.00		
8	Other	\$0.00			17	Other	\$0.00		
9	Indirect	\$0.00			18	Indirect	\$0.00		
	Federal TOTAL	\$0.00	#DIV/0!	Federal TOTAL		Non-Federal TOTAL	\$0.00	#DIV/0!	Non-Federal TOTAL
19	Grand TOTAL	\$0.00	FEDERAL & NON-FEDERAL Budget Grand Total						